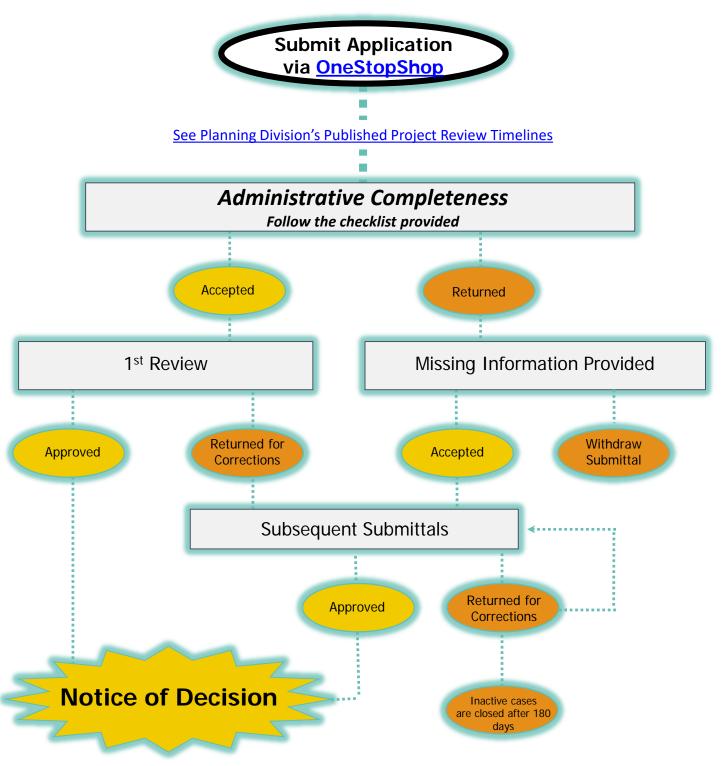
Use Permit - WCF Conditional Minor Modification

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)



The Planning Manager may refer any application to the Planning Commission / Design Review Board for action.



Use Permit - WCF Conditional Minor Modification

Typical Minor Modifications to WCFs include:

- Upgrading the capacity of an existing facility by replacing antennas at the same mounting height on a pole;
- The addition of antennas or other apparatus that will not dramatically change the visual impact of the existing facility;
- A slight increase (1' 2') in individual antenna height, if it is visually insignificant at the height at which the antennas are mounted;
- Additional equipment added within an existing equipment shelter that remains screened by the existing walls.
- Maintenance of legal and conforming WCFs shall not require approval of a use permit (minor modification). WCF maintenance includes the realignment of antennas, replacement or repair of a part or portion of a WCF required by ordinary wear, tear, or damage, with like material, size, color, and design.
- Useful Links on Gilbert's Planning & Development webpage:
 - Development Fee Schedule
 - Planning Division Project Review Timelines
 - General Plan Character Area Map
 - Zoning and Land Development Code
 - Zoning Map Noting Overlay Zoning Districts

Submittal Formatting, Required Materials and Checklist:		
	□ Submit electronic copy of ALL required items on checklist. (No 24" x 36")	
	 Purge images of unnecessary blocks and layers (single layer). 	
	☐ Save each exhibit as a separate PDF per document naming below.	
Document Naming:		
	Exhibit 1: Property Owner Authorization	
	Exhibit 2: Project Narrative	
	Exhibit 3: Parcel/Aerial Map	
	Exhibit 4: Site Plan	
	Exhibit 5: Facility Diagrams	
	Exhibit 6: Town Lease Agreement(s) and Amendments (if on Town property)	
	Checklist	
Exhibit 1: Property Owner Authorization		
	Signed Letter of Authorization from property owner.	
	hibit 2: Project Narrative	
	Project Narrative should be typed in a 12pt font and no more than 5 pages in length;	
	Describe what is being proposed (added, removed or altered) and provide	
	specifications;	
	Description of the proposed use and efforts to mitigate any potential impacts to	
	adjacent properties; and	
	Information on how the proposed use conforms with the requirements, or standards	
	prescribed by the Land Development Code and any other applicable local, State or	
	Federal requirements.	
Exhibit 3: Parcel/Aerial Map		
	Maricopa County Assessor Parcel Map (Highlight project area and provide parcel	
	number(s).	
Exhibit 4: Site Plan		
	Vicinity Map with the site and major streets noted;	
	Graphic scale, north arrow, exhibit date;	
	Dimension property lines, easements, alleys, private streets, adjacent rights-of-way,	
	existing and future improvements, access points, etc.;	
	Project data table: existing zoning on site and adjacent property within 300 feet;	
	Location of other existing and proposed improvements such as buildings, walls,	
	hardscape, etc.;	
	Adjacent lot lines and/or structures within 300 feet of the property line;	
	Locations and architecturally integrated method of screening of existing and	
	proposed utility equipment;	
	Specific placement of the WCF (including equipment cabinet/building) on the site;	
	Setbacks from adjacent property lines measured to the center of the pole and from	
	the edges of the ground enclosure; and	

	Location of existing structures, trees, and other significant site features, identified as either "existing to remain in place" or "existing to be removed".	
Exhibit 5: Facility Diagrams		
	Site Photo	
	Facility elevations with dimensioned overall height and antenna mounting height;	
	Diagram illustrating the existing and proposed changes to facility including specific	
	size and height of antennas and equipment;	
	Diagram illustrating the separation between the proposed WCF and any existing	
	WCF(s) on the same support structure or site, if co-location is planned;	
	Method of screening of mechanical and electrical equipment;	
	Mounting details for antennas, remote radio heads and other equipment; and	
	Proposed colors and materials for the WCF equipment.	
Exhibit 6: Town Lease Agreement(s) and Amendments (if on Town Property)		
	Submit copy of current lease agreement and all amendments for the WCF subject	
	site.	